



Horsforth Town Council

The Stables, 2 Church Road

Horsforth

Leeds

LS18 5LG

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – 0113 258 0988

Planning, Licensing and Traffic Committee

Thursday 16th October 2025

AGENDA PACK

Distribution: Cllrs, A Goulden, D Brosnan, E Bromley, B Cousins, J Garvani, R Hardcastle, E Hyndes, A Radford



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Planning, Licensing & Traffic Committee Minutes
Thursday 18th August 2025 at 7pm
Horsforth Museum, 5 The Green, Horsforth, Leeds LS18 5JB

Present: In Chair – Chair Cllr A Goulden
R Jones (substitute for Cllr J Garvani), E Hyndes and A Radford

In attendance: Administration Assistant Steph White.

PLT/25.42 To receive apologies for absence and to consider the reason for the absence

Apologies received from Cllrs D Brosnan, B Cousins, J Gavarni and R Hardcastle and their reasons were approved.

PLT/25.43 Declaration of Disclosable Pecuniary and other Interests

None declared.

PLT/25.44 To consider questions and comments from members of the public at the Chairman's discretion.

No members of the public were in attendance.

PLT/25.45 Minutes of the previous meetings

Resolved to approve the minutes of the meeting held on Thursday 14th August 2025.

PLT/25.46 Leeds City Council Planning Decisions

The planning decisions were noted.

PLT/25.47 New Planning Applications

46.1 To note the planning applications received since the meeting held on 14th August 2025 and the comments made by the Proper Officer whilst she had delegated powers to comment. See agenda pack.

The comments submitted by the Proper Officer for recent applications were noted.

46.2 To consider and comment on planning applications received from Leeds City Council since the last meeting of the Committee.

Resolved to comment on the planning applications as per Appendix 1.

PLT/25.47 Planning Appeals & Planning Appeal Decisions

Appeals were noted.

PLT/25.48 Planning Enforcement

No planning enforcements to note.

PLT/25.49 Licensing Applications

The licensing applications were noted.

PLT/25.50 Traffic

To consider and approve any action in relation to traffic issues, including the following:

50.1 Complaints

None to report.

50.2 Traffic schemes

None to report.

50.3 Speed indicator device (SID) updates and any data

A minimum of two people is needed to operate a temporary SID. To decide who can attend a training session and operate the temporary SID.

Cllrs Goulden and Hyndes volunteered to take part in the training session. Steph White to make the arrangements once we know what dates are available.

PLT/25.51 Leeds Bradford Airport (LBA)

To consider the following:

51.1 Leeds Bradford Airport Consultative Committee

Cllr R Jones gave an update. Leeds City Council will not proceed with legal action until resolved. For approximately 18 months. Leeds Bradford Airport states they are flying under their quota and are applying for larger routes. There is no guarantee that they will win.

51.2 Leeds Bradford Airspace Change – to receive and note updates (if any)

Doncaster Sheffield Airport will likely not be opening for five years. It was agreed to take this item off the agenda until more updates are received.

51.3 Any other matters relating to Leeds Bradford Airport (LBA).

The possibility of the flight path moving was noted. Steph White to ask Cllr Dowling to share the minutes.

PLT/25.52 Neighbourhood Plan.

The Neighbourhood Plan working group met on 9th September 2025. Chair of the working group Cllr Goulden gave an update. See appendix 2 for the full minutes of the meeting.

PLT/25.53 Leeds City Council Core Strategy and Site Allocation Plan

The Local Plan consultation have been considered, approved and submitted to Leeds City Council.

PLT/25.54 To consider correspondence received and agree any necessary action

54.1 To consider informing the Scoping Opinion for proposed development EN0110023 - Calderdale Energy Park.

It was decided that Horsforth Town Council would give no comment.

54.2 To consider giving comment on the Local Transport Plan.

It was decided that this does not directly affect us. More information is needed to find out who is putting the bid in. Agreed Cllr Jones to email Peter Carthill who knows more.

54.3 To consider the objection from a resident to planning application 25/04835/FU.

Horsforth Town Council considered this application and have objected. The resident has been contacted to inform them that an objection has been submitted.

PLT/25.55 Matters for information.

No matters for information.

PLT/25.56 Items for future agenda

No agenda items were requested.

PLT/25.57 Date of the next meeting

Next meeting of the Committee: 16th October 2025

Deadline for agenda items: 6th October 2025

The meeting dates were noted.

The meeting concluded at 8pm

Distribution: Cllrs, A Goulden, D Brosnan, E Bromley, B Cousins, J Garvani, R Hardcastle, E Hyndes, A Radford

Appendix 1 - Minute No. PLT/25.46.2 – comments on new planning applications

Reference	Application Validated	Deadline for comments	Address	Proposal	HTC Response
25/04171/FU	Mon 18 Aug 2025	Fri 19 Sep 2025	129 Town Street Horsforth Leeds LS18 5BL	Part demolition of existing rear extensions and balcony above; single storey rear extension; replacement windows to existing openings and amendment of a door to window at first floor rear; addition of roof light to rear	Horsforth Town Council neither supports nor objects to this application. The council has raised concerns over the windows. The council references policy BE1: Horsforth character areas, development and design in area 1: Town Street conservation area of the Neighbourhood Plan.
25/04715/FU	Wed 13 Aug 2025	Fri 19 Sep 2025	Station House Station Road Horsforth LS18 5NL	Partial demolition of existing outbuilding to rear; re-construction incorporating conversion to garden room	Horsforth Town Council neither supports nor objects to this application.
25/05241/FU	Mon 08 Sep 2025	Fri 03 Oct 2025	132 Hall Lane Horsforth Leeds LS18 5JQ	Conversion of garage to habitable room; new glazed porch to front; single storey extension to rear; new first floor side window	Horsforth Town Council neither supports nor objects to this application.
25/05163/FU	Wed 03 Sep 2025	Sun 28 Sep 2025	39 St Margarets Road Horsforth Leeds LS18 5BG	Single storey front extension, incorporating bay window and canopy to the front; Single storey rear extension and first floor side extension; Alterations to existing first floor rear window	Horsforth Town Council neither supports nor objects to this application.

25/05080/FU	Tue 09 Sep 2025	Thu 02 Oct 2025	132 Broadgate Lane Horsforth Leeds LS18 4BS	Single storey side and rear extension; hip to gable side extension including dormer window to rear and rooflights to the front; demolition of existing sunroom; removal of window to side elevation at first floor; canopy over the front door	Horsforth Town Council objects to this application due to the PVC cladding material not being in- keeping with other buildings in the area. The scale of the extension is also of concern.
25/04938/FU	Fri 22 Aug 2025	Wed 24 Sep 2025	The Bungalow Farm Scotland Lane Horsforth Leeds LS18 5SF	Demolition of existing buildings, amendment of levels and construction of new build dwelling and associated landscaping.	Horsforth Town Council objects to this application due to the character of the building not being in-keeping with those in the surrounding area. Scale of the works is also of soe concern.
25/04650/FU	Wed 03 Sep 2025	Wed 01 Oct 2025	Flat 3 19 - 21 Station Road Horsforth Leeds LS18 5PA	Change of use of self-contained flat to a mixed use dwelling and short term holiday let	Horsforth Town Council objects to this application due the application going against Policy H6 of the Horsforth Neighbourhood Plan - housing type and mix. This application goes against this policy.

Appendix 2 - Minute No. PLT/25.52 – Neighbourhood Plan working group meeting minutes from 9th
September 2025



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Neighbourhood Plan Working Group Meeting Notes

10 September 2025 Online via Teams

Present: Cllr Goulden, Cllr Hardcastle, Cllr Wishart, Cllr Radford, Cllr Gains

1. Appoint a Lead

- a. Cllr Goulden was proposed by Cllr Wishart and seconded by Cllr Hardcastle. This was agreed.

2. Appoint a minute taker

- a. Cllr Goulden volunteered to take minutes. This was agreed

3. Apologies and reasons for absence

- a. Cllr Brosnan gave apologies and the reasons for absence were approved

4. Minutes of the previous meeting

- a. It was noted that the minutes issued were not from the most recent meeting. A meeting took place in April 2025. It was agreed to defer this item until the next meeting and Cllr Goulden would raise the issue with the office.
 - i. **ACTION:** Cllr Goulden to follow up on this issue with the office.

5. Review terms of reference

- a. The terms of reference were noted

6. Ongoing

- a. To consider attending Otley TC NPWG meeting
 - i. It was agreed to defer this item
- b. SAP and consultation dates
 - i. It was agreed that it would be useful to confirm the timescales for the remainder of the SAP process (particularly around the sites which have been allocated) as the review will need to consider this. **ACTION:** Contact LCC to establish these dates
 - ii. It was noted that the Neighbourhood Plan had proven very useful in formulating the TC response to the SAP consultation

7. Next steps

- a. To review the previously considered grant
 - i. There was no update on this item.
 - 1. **ACTION:** Cllr Goulden to follow up with the clerk to understand if the grant is still available.
- b. To review and discuss the Community Actions in the Neighbourhood Plan
 - i. Future CIL allocations

1. It was noted that the group responsible for CIL allocation had disbanded, as all remaining CIL has been allocated to 3 & 5 The Green. There was therefore no update.
- ii. Feedback from the C&E Committee
 1. Cllr Gains was unable to attend the prior C&E committee meeting but Cllr Goulden had attended as substitute. There was no update at last week's meeting. C&E had reviewed the action list and approved the progress. There is action ongoing around hanging baskets and the biodiversity policy.
- c. **To review the previously agreed milestones and target dates**
 - i. Cllrs reviewed the previously agreed milestones. Since the last meeting, we met the following milestones:
 1. Agree project plan/milestones
 2. Workshop to review SAP call for sites
 3. Review of progress of community actions against plan by C&E
 4. Review of progress of community actions against plan by PLT
 - ii. We have missed the following milestones:
 1. Workshop to review effectiveness of existing policies and suggest any amendments
 - a. Ian McKay had previously offered to run this workshop and this is covered by a later agenda item
 - iii. We are at risk of missing the following milestones:
 1. Identification of focus community actions for 2026/27 by C&E
 - a. **ACTION:** Ensure that this appears on the agenda for the next C&E meeting in December
 - b. **ACTION:** Cllr Gains to discuss this with Cllr Goulden to ensure that the aims of the milestones are met
- d. **To consider information received from LCC including monitoring guidance**
 - i. We have had no update from Ian McKay since the last meeting, particularly on how the NP has been applied historically to planning decisions in the Horsforth area
 - ii. **ACTION:** Follow up with Ian McKay to understand progress of supplying this information.
- e. **To review the Local Green Spaces application supplied by the Cragg Hill and Woodside Residents Group, and to consider submitting this to Mike Dando for review**
 - i. Cllrs discussed that Mike had previously offered to review the LGS application for free as a one-off. It was agreed to submit the LGS application to Mike for his feedback.
 1. **ACTION:** Submit application to Mike for feedback.
- f. **To consider opportunities to obtain other Local Green Spaces applications from interested community groups**
 - i. It was agreed to defer this until the Site Allocation Plan consultation by LCC has completed – to avoid confusion.
- g. **To receive an update on requesting a quote from Mike Dando**
 - i. No update was received.
 1. **ACTION:** Provide an update on this action as agreed in the April meeting.
- h. **To agree a date for a workshop reviewing the NP policies as well as their effectiveness**
 - i. Cllrs expressed a desire to complete this workshop in the next 6-8 weeks but understood that this depended on the availability of a facilitator. It was suggested that the preference would be to use Ian McKay as he had offered his services for free here. However, it was raised that Mike Dando provides independent advice. It was agreed that Ian should be approached in the first instance to ascertain if he was

still able to offer the workshop and to determine his availability. It was also agreed that two quotes should be obtained from Mike, the first to facilitate a workshop, and the second to review the findings of any workshop facilitated by others.

1. **ACTION:** Approach Ian regarding a policy workshop session.
2. **ACTION:** Approach Mike to obtain a quotation to facilitate both a workshop session, and to review the outcome of any other workshop session.

8. To agree any other actions

- a. No actions were identified

9. Date of next meeting

- a. Cllr Goulden expressed a desire to continue meeting on a monthly basis due to concerns around the progress of the review. Cllr Goulden suggested a date in mid-October but agreed to send a Doodle poll to establish availability.

Item 5

Leeds City Council Planning Decisions 08.09.2025 – 07.10.2025

Reference	Application Validated	Deadline for comments	Address	Proposal	HTC Response	Decision	Date of decision
25/04046/FU	Wed 23 Jul 2025	Mon 01 Sep 2025	16 Newlaites Road Horsforth Leeds LS18 4LG	Single storey rear extension; addition of roof lights to rear to form rooms in roof space; addition of a door to side and replacement windows to all elevations; change to roof materials; associated landscaping	Horsforth Town Council neither supports nor objects to this application.	Approved	16.09.2025
25/04287/FU	Wed 23 Jul 2025	Fri 15 Aug 2025	26 Riverside View Horsforth Leeds LS18 4GP	Replacement of garage door with window, stonework and cill to match existing	Horsforth Town Council neither supports nor objects to this application.	Approved - Please click on the link to view the officer's report, which references the Neighbourhood Plan	11.09.2025

25/03190/FU	Mon 21 Jul 2025	Mon 01 Sep 2025	Rear Of 83 Feather bank Lane Horsfort h Leeds LS18 4NW	Part demolition of existing garages/works hop; erection of replacement building for use as mechanics workshop	Horsforth Town Council objects to this application on the grounds the residential area it back onto will be impacted by the development.	Approved - Please click on the link to view the officer's report, which references the Neighbourhood Plan	12.09.2025
25/04501/FU	Tue 29 Jul 2025	Sat 23 Aug 2025	3 West End Rise Horsfort h Leeds LS18 5JH	Demolition of existing garage to side and construction of single storey side/rear extension	Horsforth Town Council neither supports nor objects to this application.	Approved - Please click on the link to view the officer's report, which references the Neighbourhood Plan	22.09.2025
25/04449/FU	Wed 30 Jul 2025	Fri 22 Aug 2025	37 Newlay Grove Horsfort h LS18 4LQ	Enlargement of dormer window to front; dormer window to rear; new french windows to rear	Cllrs G Garvani and J Garvani are neighbours of the residents this property. They did not take part in the discussion of this planning application. Horsf orth Town Council neither supports nor objects to this application.	Approved - Please click on the link to view the officer's report, which references the Neighbourhood Plan	24.09.2025
25/03109/FU	Wed 30 Jul 2025	Mon 01 Sep 2025	3 The Green Horsfort h Leeds LS18 4RH	Variation of condition 2 (Approved Plans) to previously approved Planning Application 23/07355/FU (Alterations including removal of	This application is for the council building. The committee did not comment on this application.	Approved - Please click on the link to view the officer's report, which references the Neighbourhood Plan	26.09.2025

				rear bay window; installation of accessible door to rear; removal of existing rear access ramp and regrading of land to provide level access; provision of 3 bollards to rear yard; new external lighting to rear; new external vents to rear; replacement windows to front and side; new drain to front; internal reconfiguration and installation of lift) to replace the door and fanlight with a new timber door, frame and fanlight to match the existing door profile and design, like for like, and install a new frame and fanlight			
25/03814/FU	Fri 11 Jul 2025	Sun 17 Aug 2025	Station House Calverley Lane Horsfort	Part two storey part first floor link extension;	Horsforth Town Council neither supports nor objects to this application.	Approved - Please click on the link to view the officer's report, which	03.10.2025

			h Leeds LS13 1NP	rooflights to rear		references the Neighbourhood Plan	
25/04812/ FU	Wed 13 Aug 2025	Wed 10 Sep 2025	25 Mackint osh Avenue Horsfort h Leeds LS18 4FR	Addition of roof lights to front and rear to form rooms in roof space	Horsforth Town Council neither supports nor objects to this application.	Approved - Please click on the link to view the officer's report, which references the Neighbourhood Plan	01.10.2025
25/04762/ FU	Tue 12 Aug 2025	Wed 10 Sep 2025	41 Hall Park Avenue Horsfort h Leeds LS18 5LR	First floor rear extension	Horsforth Town Council neither supports nor objects to this application.	Approved	07.10.2025
25/04715/ FU	Wed 13 Aug 2025	Fri 19 Sep 2025	Station House Station Road Horsfort h LS18 5NL	Partial demolition of existing outbuilding to rear; re- construction incorporating conversion to garden room	Horsforth Town Council neither supports nor objects to this application.	Approved	08.10.2025

Item 6.1

Leeds City Council Planning Applications since 8th September 2025 and the comments made by the Proper Officer with delegated powers.

Reference	Application Validated	Deadline for comments	Address	Proposal	HTC Response
25/05306/FU	Wed 10 Sep 2025	Fri 10 Oct 2025	83 Bachelor Lane Horsforth Leeds LS18 5NF	Window to gable	Horsforth Town Council neither supports nor objects to this application. The property lies within the Town Street Conservation Area and that therefore the material and style of the window installed should be appropriate. This should be in accordance with adopted neighbourhood plan policy BE1 – General.
25/05272/FU	Wed 17 Sep 2025	Fri 10 Oct 2025	51 Hall Park Avenue Horsforth Leeds LS18 5LR	Single storey infill extension to side; replacement of first floor window with larger window and infill ground floor window to side; replacement of two windows and door with sliding door and bay window to rear; canopy over entrance to front; rooflights to front, side and rear	Horsforth Town Council neither supports nor objects to this application.

25/04781/FU	Fri 12 Sep 2025	Mon 06 Oct 2025	299 Low Lane Horsforth Leeds LS18 4DD	Replacement of 13no single glazed windows at ground and first floor level be replaced with aluminium powder coated double glazed windows; removal of the cedar cladding boards and replacing this with a new painted render finish with signage reinstated upon completion; new post and rope fence to the main entrance and patio area; replace sections of the timber balustrade to front with clear glazing and new vinyl	Horsforth Town Council neither supports nor objects to this application.
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Item 6.2

Leeds City Council Planning Applications to consider

Reference	Application Validated	Deadline for comments	Address	Proposal	HTC Response
25/05677/FU	Tue 30 Sep 2025	Fri 24 Oct 2025	25 Brownberrie Drive Horsforth Leeds LS18 5PP	Demolition of a single storey element to the rear and construction of a single storey side and rear extension; porch to front; removal of a canopy post to front	
25/05604/FU	Wed 24 Sep 2025	Wed 22 Oct 2025	118 Victoria Mount Horsforth Leeds LS18 4PZ	Demolition of existing garage; single storey rear extension	

25/05552/FU	Mon 22 Sep 2025	Sat 18 Oct 2025	17 Hall Park Garth Horsforth Leeds LS18 5LT	Removal of porch to form single storey extension to front and side	
25/05323/FU	Tue 16 Sep 2025	Fri 31 Oct 2025	15 Woodway Horsforth Leeds LS18 4HY	Dormer window to rear and rooflights to front	
25/05609/FU	Tue 07 Oct 2025	Wed 29 Oct 2025	Station House Calverley Lane Horsforth Leeds LS13 1NP	Single storey side extension for use of existing cattery business	
25/05826/FU/NW	Wed 08 Oct 2025	Fri 31 Oct 2025	27 Victoria Drive Horsforth Leeds LS18 4PN	Single storey rear extension; demolition of existing garage to the rear; new porch to front; window to side replacing door	
25/05838/FU/NW	Thu 02 Oct 2025	Thu 30 Oct 2025	2 King Edward Avenue Horsforth Leeds LS18 4BD	Two storey side extension including canopy; new patio doors to rear; new rooflight to rear	
25/05701/LI	Fri 03 Oct 2025	Fri 31 Oct 2025	155 Town Street Horsforth Leeds LS18 5BL	Listed building application for replacement and refurbished doors and windows to existing openings throughout	
25/05700/FU	Mon 29 Sep 2025	Fri 31 Oct 2025	155 Town Street Horsforth Leeds LS18 5BL	Replacement and refurbished doors and windows to existing openings throughout	
25/05782/FU	Wed 08 Oct 2025	Fri 21 Nov 2025	Burlington Newlay Wood Drive Horsforth LS18 4LL	Demolition of single storey rear extension; new steps and balustrade to rear; new windows to side at first floor and ground floor; new windows to front at first floor; new roof lights to front and rear; new door to utility and bifold doors at, ground floor	

Item 7
Planning Appeals & Planning Appeal Decisions after 08.10.2025

No appeals updates

Item 8 Planning Enforcements

Reference	Date all informed	Type	Status	Address
25/00319/US3	25-Sep-25	Unauthorised illuminated advertisements	Not on portal yet. See letter.	82 Town Street Horsforth Leeds LS18 4A

Item 9 Temporary event notices

Reference	Address	Event dates	Activities	Activities dates & times	Last date for representations	Notice type/comments
TEN/006358	The Tavern, 16 - 18 Town Street, Horsforth, Leeds LS18 4RJ	04/10/2025 - 05/10/2025	The sale by retail of alcohol The provision of regulated entertainment	04/10/2025 23:00 - 23:59 05/10/2025 00:00 - 00:30	24/09/2025	Normal Temporary Event Notice - Notice Accepted Comments - Indoor DJ event with paid bar
TEN/006367	St Margaret's Church Of England Primary School, Town Street, Horsforth, Leeds LS18 5BL	10/10/2025 - 10/10/2025	The sale by retail of alcohol	17:00 - 20:00	26/09/2025	Normal Temporary Event Notice - Notice Accepted Comments - A Halloween disco for the children with a pay bar for parents / carers

Premises Licence or Club Premises Certificate applications

Reference	Premises name and address	Application type	Description of application	Last date for representations	Case officer
PREM/00614/003	Horsforth Hotel, Featherbank Lane Horsforth Leeds LS18 4NA	Minor variation	To vary the licensing plan for refurbishment works including: alterations to fixed seating (removal of no.1 booth and new fixed seating to the RHS bay window), increase size of the accessible WC.	16/10/2025	Miss Charlotte Deighton

